

# HOW TO USE

# Glogster

poster yourself

# EDU

## With Students



### STEP 1 - PRELIMINARY RESEARCH / PLANNING

- Create a *new folder* on your desktop for all of the content you will use in your glog.
- Thoroughly research your topic and gather all information you plan to include in your glog.
  - It is recommended that you store custom text in a MS Word document in the event that Glogster shuts down during production.
- After you have researched your topic and gathered relevant information, collect or create relevant images, photographs, videos, and/or audio.
  - Save these media assets to the folder you created on your desktop.

### STEP 2 - CREATING YOUR GLOG


- Once you have completed your research and gathered all media assets, you are ready to glog.
- Go to <http://edu.glogster.com/>
  - Click **LOG IN** in the upper right hand corner of the screen.
  - Enter your log in credentials (\*provided by your teacher).
- You will now see your Dashboard. Click **CREATE NEW GLOG** to begin glogging.
  - You have the option of selecting from a few templates: Blank, Flypaper, Handout, Assignment, Random.
    - It is recommended that you select **Blank** to begin with a clean slate.
    - *The directions that follow are based on the templates listed above. Selecting the **Classic Glog** template will re-direct you to the old Glogster interface.*
- Once you select your template, the creativity can begin!
  - If your glog has pre-loaded content that you wish to remove, click on any object and select the trashcan icon in the upper right-hand corner. This will remove the individual object from your glog.
- Begin by selecting your wall design; this will set the background of your glog based on your personal style and interests.
  - To do this, click on the “Wall” button on the top toolbar.

Customize your GLOG WALL (background) using an image from **My Images** (these are images you have uploaded to Glogster), a design from the **Gallery**, or a **Solid color**.

Click “Use It” to activate your background!

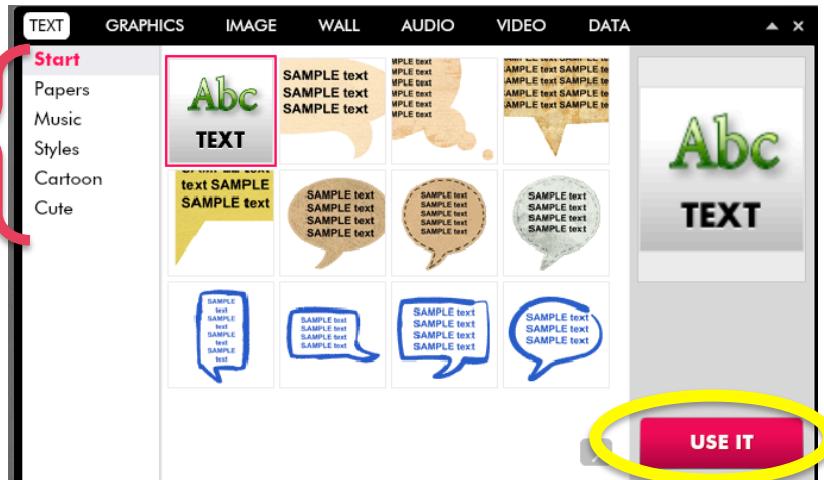
▪ **DIRECTIONS FOR ADDING OTHER TYPES OF MEDIA ASSETS**

- **Text** | This tool allows you to add a variety of text to your glog. Not only do you have access to great looking fonts, you also have a variety of textboxes to choose from for your glog.

To insert text, select the default  button or any of the customize text boxes.

Once you have selected your desired text box, click **USE IT**.

The textbox will be added to your glog canvas. You can then insert custom text, customize its look and feel, resize it, and move it around the glog to a desired position.



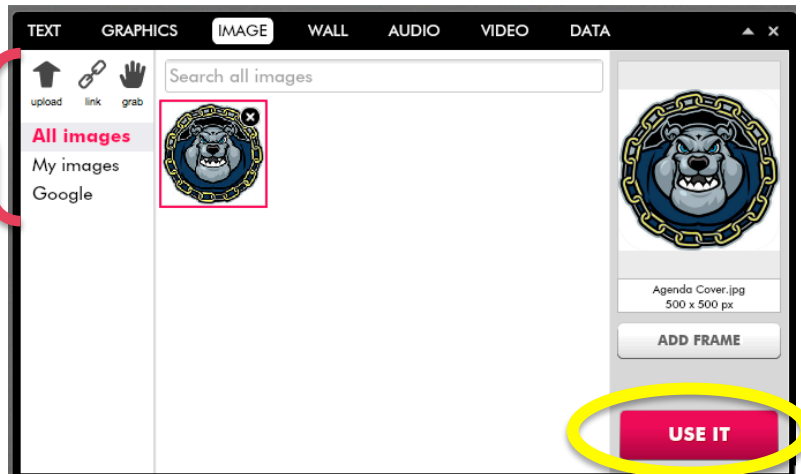
- **Images** | This tool allows you to add your own images and photographs to your glog.

Images can be added to Glogster 2 ways:

- 1) You can upload images saved to your computer (\*i.e., images saved to your desktop folder).
- 2) You can perform a Google Image search within the Glogster interface.
- 3) You can add images by adding the URL to an image (\*this doesn't work well with all websites).

Once your image(s) are added, you can add a frame to each image before adding them to your glog. Click **ADD FRAME** to browse for image frames.

When you're ready to add your image to the glog, click **USE IT**.



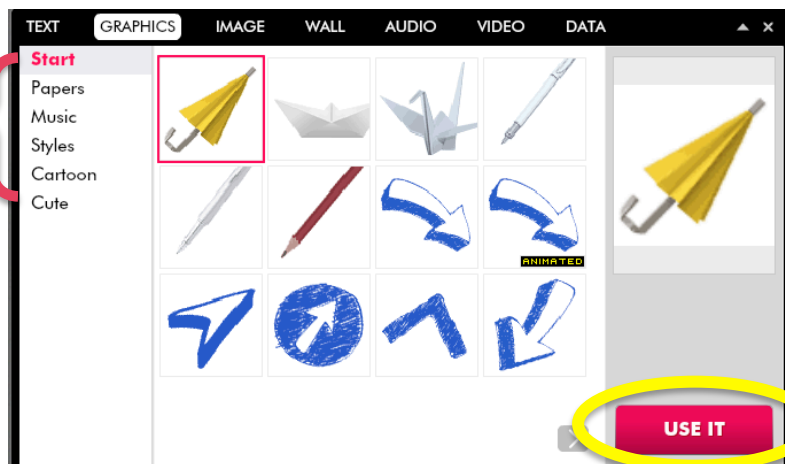
- **Graphics** | This tool allows you to add a variety of glogster graphics created for decoration on your glog wall.

You can browse for desired graphics page by page, or by clicking on one of the five categories of interest to help limit the search.

Once you have found your desired graphic, click **USE IT** to add it to your glog.

*Why use graphics?* Graphics provide a great decorative quality for your glog and are excellent for filling up empty and dull spaces.

The *arrow* graphics are particularly useful for establishing a flow and sequence to your glog.



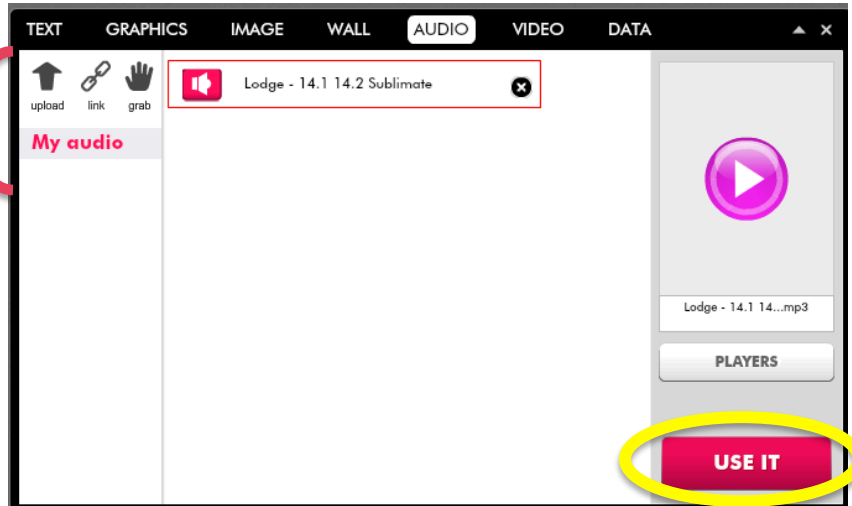
- Audio | Your glog is not complete without personal narration, music, or other sound effects.

Audio can be added to Glogster 2 ways:

- 1) You can upload audio (songs, sound effects, student-created podcasts) saved to your computer (\*i.e., audio saved to your desktop folder).
- 2) You can add audio by adding the URL to an audio file (\*this doesn't work well with all websites).

Once your audio file(s) are added, you can add a player to each audio asset before adding it to your glog. Click **PLAYERS** to browse the different types of players.

When you're ready to add your audio to the glog, click **USE IT**.



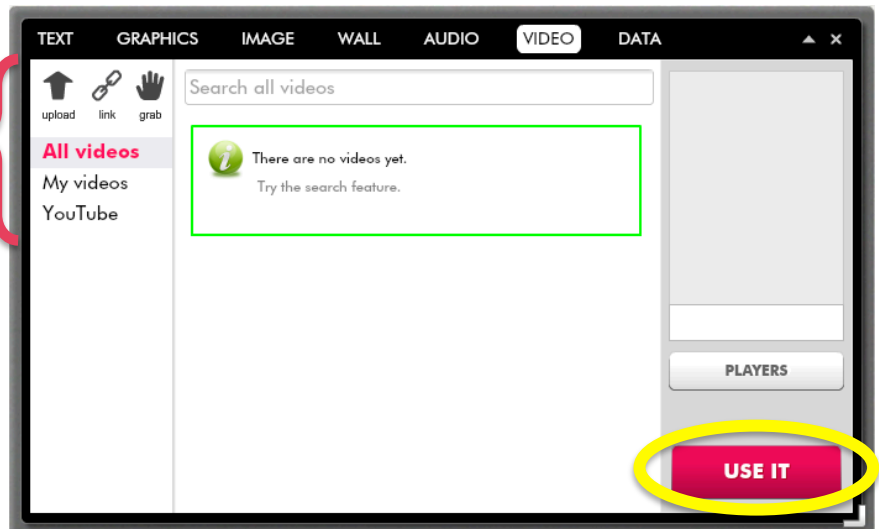
- Video | This tool can be used to add self-selected videos up to a size of 100MB.

Video can be added to Glogster 3 ways:

- 1) You can upload videos saved to your computer (\*i.e., video saved to your desktop folder).
- 2) You can perform a YouTube video search within the Glogster interface.
- 3) You can add video by adding the URL to a video (\*this doesn't work well with all websites).

Once your video file(s) are added, you can add a player to each video asset before adding it to your glog. Click **PLAYERS** to browse the different types of players.

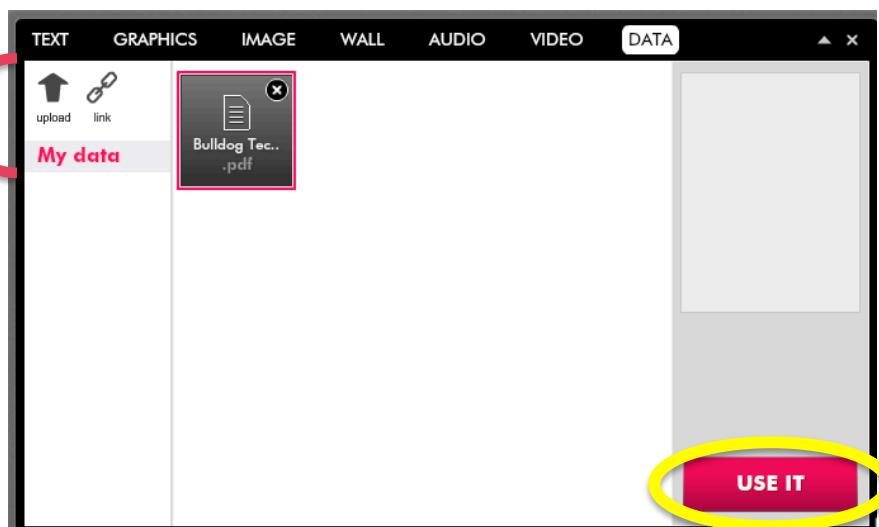
When you're ready to add your video to the glog, click **USE IT**.



- Data | This tool can be used to upload file attachments.

Upload your files using the upload tool.

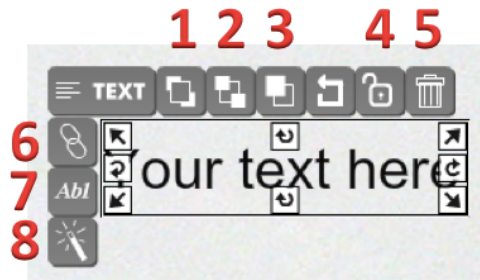
To add each file, select it and click **USE IT**.



- Customizing Text and Media Assets |

- Any object on your glog can be customized by clicking on it one time.  
*This will activate the edit toolbar for that object.*

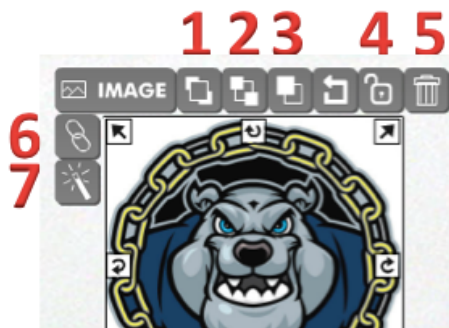
- Anatomy of the Edit Toolbar for Textboxes:



- 1: Bring textbox in front of other objects
- 2: Send textbox behind other objects
- 3: Clone textbox
- 4: Lock textbox on the glog canvas
- 5: Delete textbox
- 6: Hyperlink textbox to a website
- 7: Change font style and color
- 8: Change text effects

**Arrows** in all corners of the textbox allow for movement, rotating, and resizing.

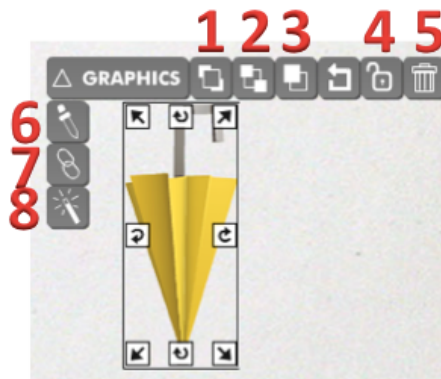
- Anatomy of the Edit Toolbar for Images:



- 1: Bring image in front of other objects
- 2: Send image behind other objects
- 3: Clone image
- 4: Lock image on the glog canvas
- 5: Delete image
- 6: Hyperlink image to a website
- 7: Change image effects

**Arrows** in all corners of the textbox allow for movement, rotating, and resizing.

- Anatomy of the Edit Toolbar for Graphics:



- 1: Bring graphic in front of other objects
- 2: Send graphic behind other objects
- 3: Clone graphic
- 4: Lock graphic on the glog canvas
- 5: Delete graphic
- 6: Change graphic color
- 7: Hyperlink graphic to a website
- 8: Change graphic effects

**Arrows** in all corners of the textbox allow for movement, rotating, and resizing.

- Anatomy of the Edit Toolbar for Audio:



- 1: Bring graphic in front of other objects
- 2: Send graphic behind other objects
- 3: Clone graphic
- 4: Lock graphic on the glog canvas
- 5: Delete graphic
- 6: Change audio player color
- 7: Change audio effects
- 8: Set-up audio playback settings

**Arrows** in all corners of the textbox allow for movement, rotating, and resizing.

- Anatomy of the Edit Toolbar for Video:



- 1: Bring video player in front of other objects
- 2: Send video player behind other objects
- 3: Clone video
- 4: Lock video on the glog canvas
- 5: Delete video
- 6: Change color
- 7: Change video effects
- 8: Set-up video playback settings

**Arrows** in all corners of the textbox allow for movement, rotating, and resizing.

### STEP 3 - SAVING YOUR GLOG

- Click **SAVE**.
  - Give your glog a name.
  - Select a discipline and grade, and click **FINISH SAVING**.
  - Copy and share your glog URL, go back to editing it, view it on the web, or return to your dashboard.